

E-Grants Training

Governor's Office of Highway Safety



Welcome

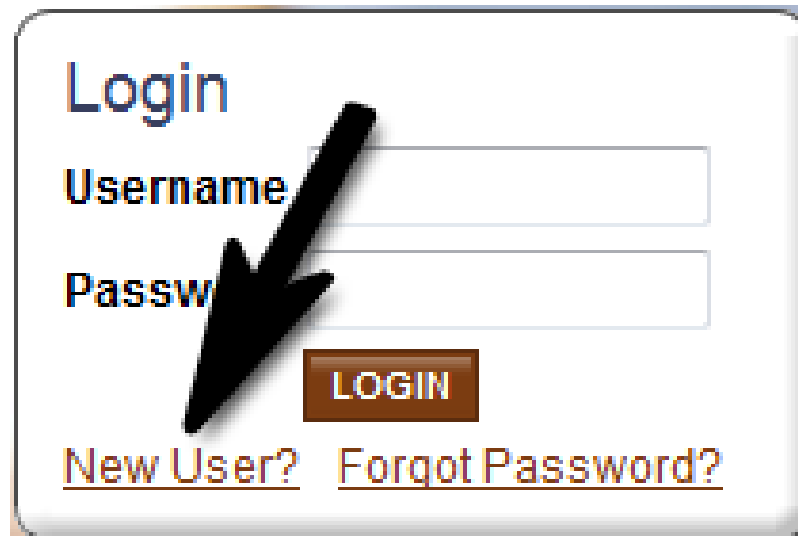
- ▶ The GOHS e-Grants system is online for the FFY2012 Grant Cycle.
- ▶ Phase One: Proposal Creation + Submission
 - Online 2/1/2011
- ▶ Phase Two: RCI & Quarterly Reports
 - Online Late Summer 2011
- ▶ Additional training will be held on the system this summer

Website Address

<http://egrants.azgohs.gov>

Log In Information

- ▶ On the log in screen, there is a link for new users.



A login form with a white background and a thin grey border. At the top left, the word "Login" is written in a blue, sans-serif font. Below it, the labels "Username" and "Password" are written in a black, sans-serif font. To the right of each label is a white rectangular input field with a thin grey border. A large, thick black arrow points from the top right of the "Username" field down to the "New User?" link. Below the input fields is a brown rectangular button with the word "LOGIN" in white, uppercase, sans-serif font. At the bottom of the form, the links "New User?" and "Forgot Password?" are written in a brown, sans-serif font.

[Back](#)

My Profile

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

	Prefix	First	Middle	Last	Suffix
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization	<input type="text"/>				
Title	<input type="text"/>				
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text" value="Arizona"/>	Zipcode	<input type="text"/>
County	<input type="text"/>				
Phone #1	<input type="text"/>	Phone #2	<input type="text"/>		
Fax	<input type="text"/>	Cell Phone	<input type="text"/>		
Email	<input type="text"/>				
Website	<input type="text"/>				
Username	<input type="text"/>				
Password	<input type="text"/>	Confirm Password	<input type="text"/>		

Don't forget to
click the save
button!

Welcome to GOHS e-Grants

View Available Proposals

You have **1** My Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

Applying for a
GOHS Grant Starts
Here

My Inbox

You have **0** new messages.
Select the **Open My Inbox** button below to open your system message inbox.

OPEN MY INBOX

View messages
related to your
proposal,
contract, RCIs,
Quarterly
Reports, and
Change Orders

My Tasks

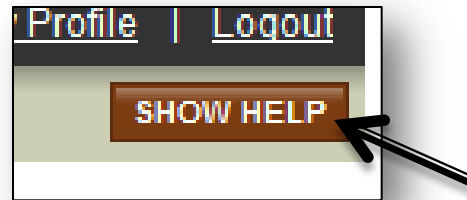
You have **14** new tasks.
You have **0** tasks that are critical.
Select the **Open My Tasks** button below to view your active tasks.

OPEN MY TASKS

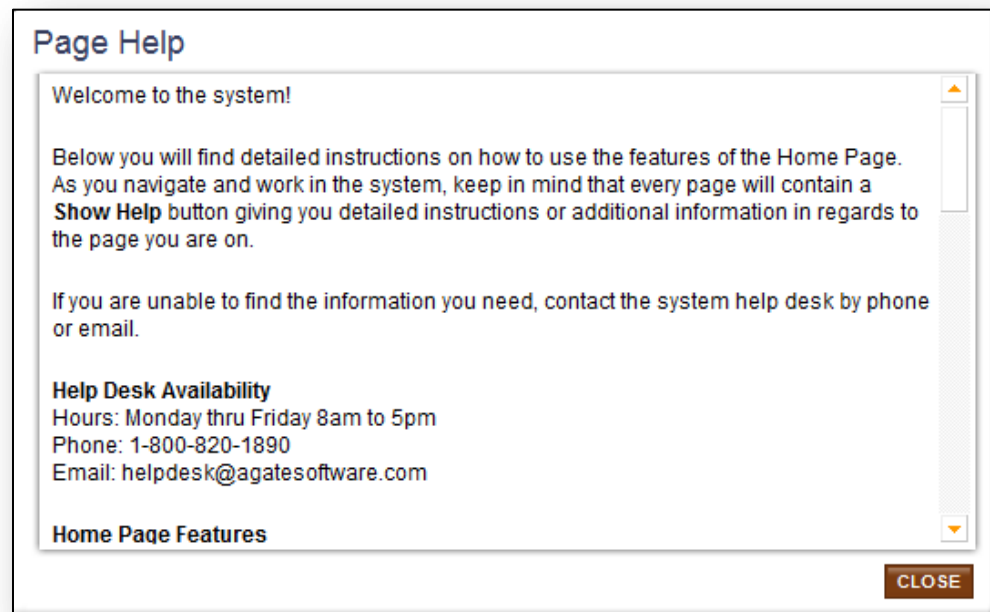
View each and every
task that has been
started by your
agency. Proposals,
contracts, RCIs,
Quarterly Reports,
and Change Orders.

How to get Help

- ▶ At the Top-Right side of the page is the Show Help button:



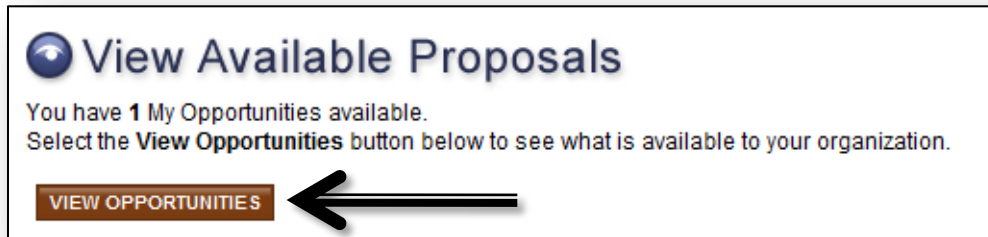
- ▶ Clicking this button will open a pop-up which will assist you in navigating the system.



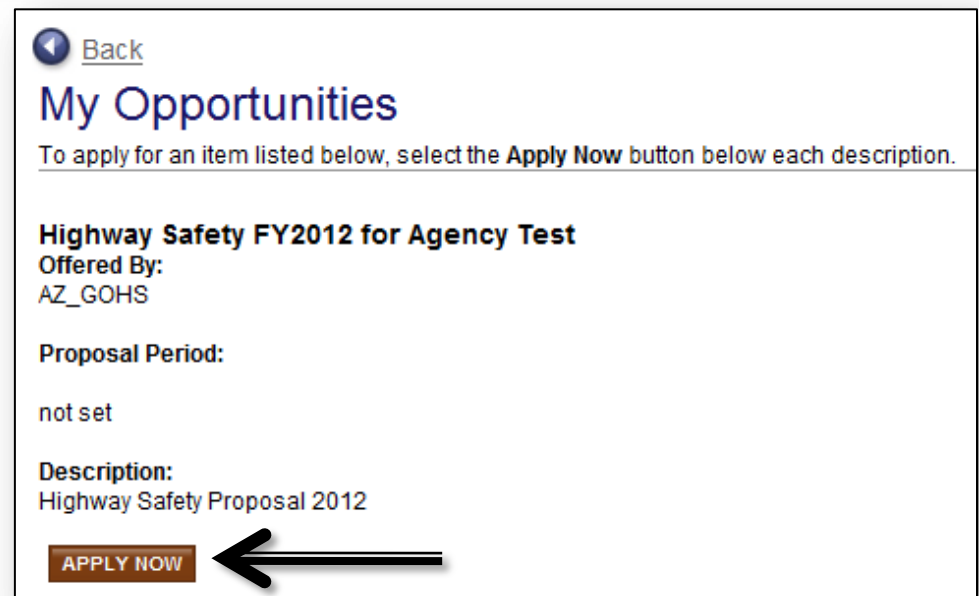


Beginning Your Proposal

- ▶ After you gain access to the e-Grants system and log in, you will begin with the following link:



- ▶ Which takes you to the following page:



Beginning Your Proposal (Cont.)

- ▶ Once you click on the Apply Now button, you are taken to an *agreement* screen:
- ▶ This will begin the proposal process in the system.

Agreement

Please make a selection below to continue.

Are you sure you wish to apply for a Highway Safety grant?



Proposal Menu

Generic proposal number.
Contract numbers will be assigned at a later date.

Document Information: [HS-FY2012-Agency Test-00021](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Proposal	Agency Test	Agency CEO	Proposal In Process	N/A - N/A N/A

Type of document i.e. proposal, RCI, quarterly report, etc.

Your agency name.

Your agency role.

Current status of the document you are working with. This will change depending on where it is at in the process.

Period of time the application will be open.

Proposal Menu (Cont.)

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

VIEW MANAGEMENT TOOLS

Examine Related Items

Select the **View Related Items** button below to view see related items such as claims, messages, etc.

VIEW RELATED ITEMS

View, Edit, and Complete Forms

- ▶ This is the main section you will use to complete the proposal.













View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS



Forms

Status	Page Name
Application	
	Cover Page
	Jurisdiction
	Proposal Summary
	Attempts to Solve Problem
	Project Objectives, Methods of Procedure, Performance Measures
Budget	
	Personnel Services
	Professional and Outside Services
	Travel
	Materials and Supplies
	Capital Outlay
	Total Estimated Cost
Attachments	
	Attachments

The Save Button



**The Save Button =
Most Important Button
in the System!**

Application Forms

- ▶ Cover Page
- ▶ Jurisdiction
- ▶ Proposal Summary
- ▶ Attempts to Solve Problem
- ▶ Project Objectives
 - Methods of Procedure
 - Performance Measures
- ▶ Traffic Data Summary (Law Enforcement & Fire Department/District Only)

Forms (Cover Page)

SAVE

- ▶ The first form you need to fill out is the Cover Page:

Drop-down menus populated with individuals registered in the system from your agency.

COVER PAGE

Instructions:

- Please complete this page, then click the **Save** button
- All required fields are marked with an *.

Project Title *

Agency Name: Agency Test
Contact Information: 1234 Test St.
City Test, AZ 43210
Phone: 987-654-3210
Fax: 987-654-3210

Governmental Unit:

Address:

Project Director: *

Contact Information: Agency CEO
1234 Test St.
City Test, AZ 43210
Phone: (987) 654-3210
Fax: (987) 654-3210
E-mail: test@agatesoftware.com

Project Administrator: *

Contact Information: Agency CEO
1234 Test St.
City Test, AZ 43210
Phone: (987) 654-3210
Fax: (987) 654-3210
E-mail: test@agatesoftware.com

Fiscal/Financial Contact: *

Contact Information: Agency CEO
1234 Test St.

Agency Cover Letter

SAVE

- ▶ In order to apply for a grant your agency must upload a cover letter addressed to the GOHS Director on agency letterhead signed by a representative of your agency authorized to commit your agency to conduct the grant.
- ▶ The instructions are found at the bottom of the cover page



COVER PAGE

Instructions:

- Please complete this page, then click the Save button
- All required fields are marked with an *

Project Title

Agency Name: Agency Test
Contact Information: 1234 Test St.
City Test, AZ 43210
Phone: 987-654-3210
Fax: 987-654-3210

Governmental Unit:

Address:

Project Director: *

Contact Information:

Project Administrator: *

Contact Information:

Fiscal/Financial Contact: *

Contact Information:

Please upload a cover letter addressed to the Director of the Governor's Office of Highway Safety on agency letterhead. This cover letter **must** be signed by a representative of your agency authorized to commit your agency to conduct the grant should it be approved for funding.

Any proposal received without a cover letter will not be considered for funding by GOHS.

Forms (Jurisdiction)

SAVE

- ▶ Depending on how this form is filled out, will determine future fields available to fill out.

JURISDICTION

Instructions:

- Please complete this page, then click the Save button
- All required fields are marked with an *.

Select the Type of Jurisdiction:

 *

Select the Type of Agency: *

☒ Law Enforcement ☐ Fire Department / District ☐ Non-Profit / Other

Select the County Served: *

- | | |
|--|--|
| <input type="checkbox"/> Apache County | <input type="checkbox"/> Mohave County |
| <input type="checkbox"/> Cochise County | <input type="checkbox"/> Navajo County |
| <input type="checkbox"/> Coconino County | <input type="checkbox"/> Pima County |
| <input type="checkbox"/> Gila County | <input type="checkbox"/> Pinal County |
| <input type="checkbox"/> Graham County | <input type="checkbox"/> Santa Cruz County |
| <input type="checkbox"/> Greenlee County | <input type="checkbox"/> Yavapai County |
| <input type="checkbox"/> La Paz County | <input type="checkbox"/> Yuma County |
| <input type="checkbox"/> Maricopa County | <input type="checkbox"/> State Wide |

Forms (Proposal Summary)

SAVE

Main narrative
section of the
proposal.

If you have pertinent
attachments, attach
them here.

PROPOSAL SUMMARY

Instructions:

- Please complete this page, then click the **Save** button
- All required fields are marked with an *.

Proposal Summary:

Please include a summary of funding requested by program area (Alcohol, Aggressive Driving, Occu

Sample Proposal Summary. Sample Proposal Summary. Sample Proposal Summary.
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Sample Proposal Summary. Sample Proposal Summary. Sample Proposal Summary.

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Background/Problem:

Provide general characteristics of the agency, including information on population, demographics,, a
agency's jurisdiction including road mileage.

Sample Background / Problem. Sample Background / Problem. Sample Background /
Problem. Sample Background / Problem. Sample Background / Problem. Sample
Background / Problem. Sample Background / Problem. Sample Background / Problem.
Sample Background / Problem. Sample Background / Problem. Sample Background /
Problem. Sample Background / Problem. Sample Background / Problem. Sample

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Problem Statement:

What problem is your agency looking to solve with this grant? Provide appropriate data to support fu

Sample Problem Statement. Sample Problem Statement. Sample Problem Statement.
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If you have additional information, please upload:

Browse...

Forms (Attempts to Solve Problem)

What have you done
in the past to solve
the problem outlined
in the Proposal
Summary?

Instructions:

Attempts to Solve Problem:

Sample Attempts to Solve Problem.

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(Project Objectives / Methods of Procedure / Performance Measures)

S = Specific
M = Measurable
A = Action-Oriented
R = Realistic
T = Time-Framed

S = Specific
M = Measurable
A = Action-Oriented
R = Realistic
T = Time-Framed

21

Forms

(Traffic Data Summary)

SAVE

- ▶ Only for Law Enforcement & Fire Departments/Districts.

Description	2010	2009	2008
Total Fatalities	78 *	9789 *	56 *
Total Injuries	456 *	456 *	489 *
Alcohol-Related Fatalities	489 *	496 *	1 *
Alcohol-Related Injuries	561651 *	654 *	984 *
Speed-Related Fatalities	89 *	489 *	4 *
Speed-Related Injuries	894 *	9 *	789 *
Speed Citations	48 *	4 *	7 *
Red Light Running Citations	894 *	564 *	89 *
DUI Alcohol Arrests Total	189 *	4 *	984 *
DUI Alcohol Arrests - 21 and over	94 *	89 *	489 *
DUI Alcohol Arrests - Under 21	489 *	4 *	894 *
DUI Drug Arrests Total	87 *	235 *	235 *
DUI Drug Arrests - 21 and over	35 *	45 *	45 *
DUI Drug Arrests - Under 21	45 *	45 *	45 *

Reminder



**The Save Button =
Most Important Button
in the System!**

Budget Forms

- ▶ Personnel Services
- ▶ Professional & Outside Services
- ▶ Travel
- ▶ Materials & Supplies
- ▶ Capital Outlay
- ▶ Total Estimated Cost

Forms (Personnel Services)

SAVE

Click the **SAVE** button to calculate the expenses.

Description

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Personnel Services:

Employee Related Expenses:

Description	Requested Amount	ERE %	ERE Amount	Overtime Amount
Sample Description 1	\$1,000	35 %	\$259	\$741
Sample Description 2	\$2,000	35 %	\$519	\$1,481
Sample Description 3	\$3,000	35 %	\$778	\$2,222
Sample Description 4	\$4,000	35 %	\$1,037	\$2,963
Sample Description 5	\$5,000	35 %	\$1,296	\$3,704
Sample Description 6	\$6,000	35 %	\$1,556	\$4,444
Sample Description 7	\$7,000	35 %	\$1,815	\$5,185
Sample Description 8	\$8,000	35 %	\$2,074	\$5,926
Sample Description 9	\$9,000	35 %	\$2,333	\$6,667
Sample Description 10	\$10,000	35 %	\$2,593	\$7,407
Total:	\$55,000		\$14,260	\$40,740

Forms (Professional & Outside Services)

SAVE

Click the **SAVE** button to calculate the expenses.

Description

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Description	Amount
Sample Description 1	\$100
Sample Description 2	\$200
Sample Description 3	\$300
Sample Description 4	\$400
Sample Description 5	\$500
Sample Description 6	\$600
Sample Description 7	\$700
Sample Description 8	\$800
Sample Description 9	\$900
Sample Description 10	\$1,000
Total	\$5,500

Forms (Travel)

SAVE

Travel In-State:					
Description	Transportation	Lodging	Per Diem	Misc	Amount
Sample In-State Description 1	\$1,000.00	\$1,000.00	\$500.00	\$200.00	\$2,700.00
Sample In-State Description 2	\$2,000.00	\$2,000.00	\$1,000.00	\$400.00	\$5,400.00
Sample In-State Description 3	\$3,000.00	\$3,000.00	\$1,500.00	\$800.00	\$8,300.00
Sample In-State Description 4	\$4,000.00	\$4,000.00	\$2,000.00	\$1,000.00	\$11,000.00
Sample In-State Description 5	\$5,000.00	\$5,000.00	\$2,500.00	\$1,200.00	\$13,700.00
Sample In-State Description 6	\$6,000.00	\$6,000.00	\$3,000.00	\$1,400.00	\$16,400.00
Total:					\$57,500

Travel Out-of-State:					
Description	Transportation	Lodging	Per Diem	Misc	Amount
Sample Out-of-State Description 1	\$7,000.00	\$7,000.00	\$3,500.00	\$1,600.00	\$19,100.00
Sample Out-of-State Description 2	\$8,000.00	\$8,000.00	\$4,000.00	\$1,800.00	\$21,800.00
Sample Out-of-State Description 3	\$9,000.00	\$9,000.00	\$4,500.00	\$2,000.00	\$24,500.00
Sample Out-of-State Description 4	\$10,000.00	\$10,000.00	\$5,000.00	\$2,200.00	\$27,200.00
Sample Out-of-State Description 5	\$11,000.00	\$11,000.00	\$5,500.00	\$2,400.00	\$29,900.00
Sample Out-of-State Description 6	\$12,000.00	\$12,000.00	\$6,000.00	\$2,600.00	\$32,600.00
Total:					\$155,100

Transportation:

- Airfare
- Mileage
- Taxi Service
- Rental Car

Lodging:

- Hotel costs

Per Diem:

- Food costs

Misc:

- Baggage fees
- Registration costs
- Etc.

You can attach conference brochures and training flyers to this section here:

Forms (Materials & Supplies)

Note: Tax is to be entered as a dollar amount & for the entire purchase.

Description

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Description	Quantity	Price Per Unit	Tax	Shipping	Amount
Sample Description 1	5	\$100.00	\$25.00	\$10.00	\$535
Sample Description 2	10	\$200.00	\$30.00	\$20.00	\$2,050
Sample Description 3	15	\$300.00	\$35.00	\$30.00	\$4,565
Sample Description 4	20	\$400.00	\$40.00	\$40.00	\$8,080
Sample Description 5	25	\$500.00	\$45.00	\$50.00	\$12,595
Sample Description 6	30	\$600.00	\$50.00	\$60.00	\$18,110
Sample Description 7	35	\$700.00	\$55.00	\$70.00	\$24,625
Sample Description 8	40	\$800.00	\$60.00	\$80.00	\$32,140
Sample Description 9	45	\$900.00	\$65.00	\$90.00	\$40,655
Sample Description 10	50	\$1,000.00	\$70.00	\$100.00	\$50,170
Total					\$193,525

Forms (Capital Outlay)

SAVE

Note: Tax is to be entered as a dollar amount & for the entire purchase.

Description

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Description	Quantity	Price Per Unit	Tax	Shipping	Amount
Sample Description 1	5	\$100.00	\$25.00	\$10.00	\$535
Sample Description 2	10	\$200.00	\$30.00	\$20.00	\$2,050
Sample Description 3	15	\$300.00	\$35.00	\$30.00	\$4,565
Sample Description 4	20	\$400.00	\$40.00	\$40.00	\$8,080
Sample Description 5	25	\$500.00	\$45.00	\$50.00	\$12,595
Sample Description 6	30	\$600.00	\$50.00	\$60.00	\$18,110
Sample Description 7	35	\$700.00	\$55.00	\$70.00	\$24,625
Sample Description 8	40	\$800.00	\$60.00	\$80.00	\$32,140
Sample Description 9	45	\$900.00	\$65.00	\$90.00	\$40,655
Sample Description 10	50	\$1,000.00	\$70.00	\$100.00	\$50,170
Total					\$193,525

Forms (Total Estimated Cost)

- ▶ Calculates automatically from data input on each budget form.
- ▶ This page must be reviewed and saved to proceed.



TOTAL ESTIMATED COST

Instructions:

- All required fields are marked with an *.
- Use the **Save** button to save text and calculate data on each page.
- Hit **Save** before you proceed to another page.

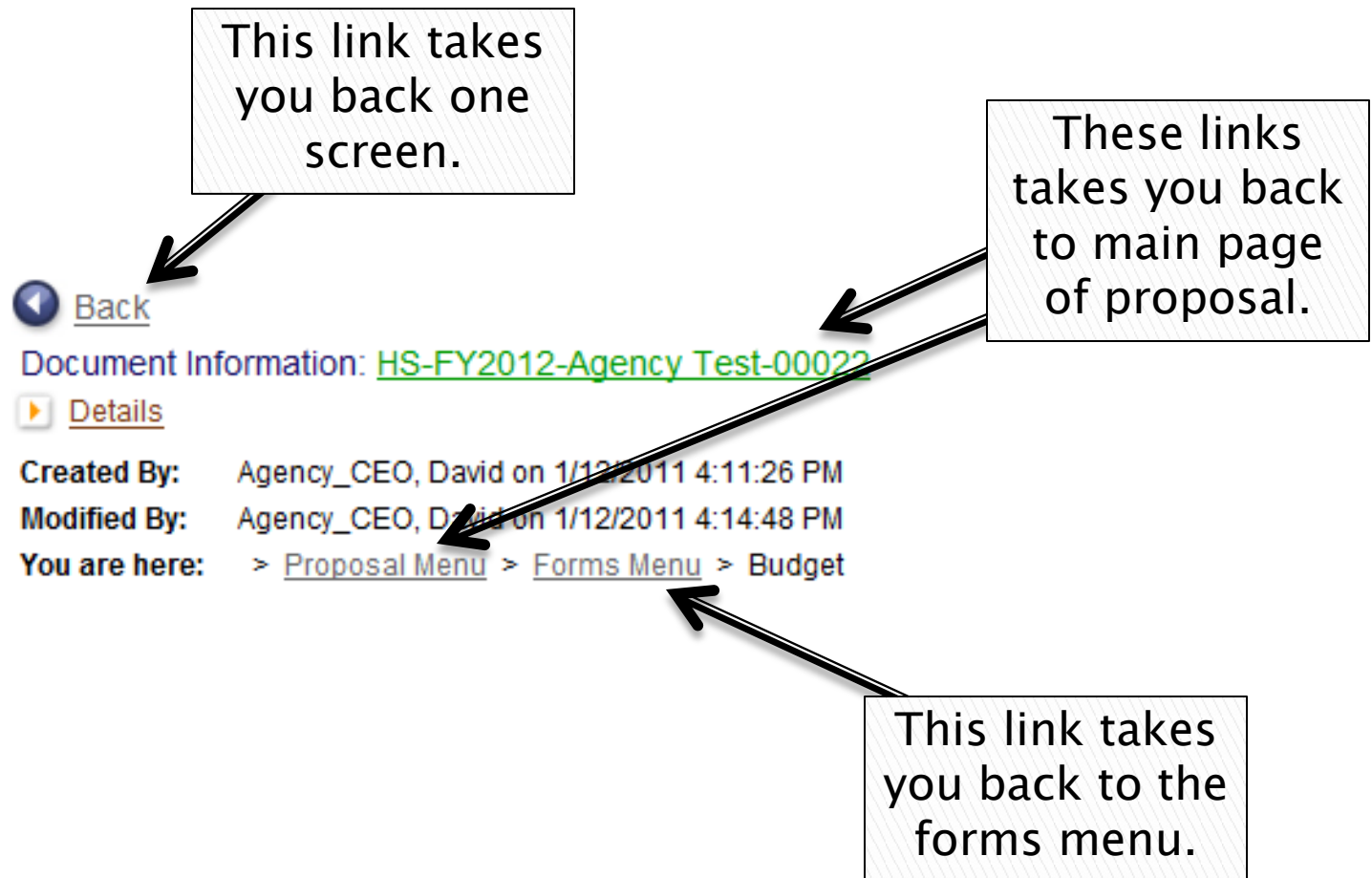
Budget Item	Amount
Personnel Services	\$40,740
Employee Related Expenses	\$14,260
Professional and Outside Services	\$5,500
Travel In-State	\$0
Travel Out-of-State	\$0
Materials and Supplies	\$193,525
Capital Outlay	\$11,832
Total Estimated Cost	\$265,857

Reminder



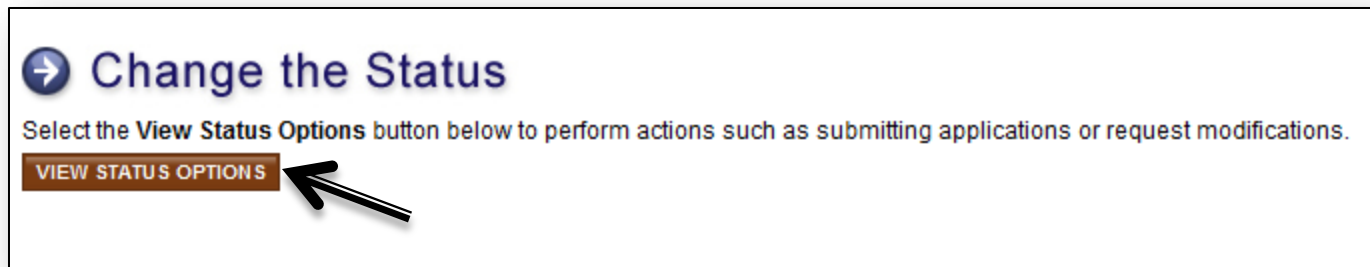
**The Save Button =
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in the System!**

Navigation Tools



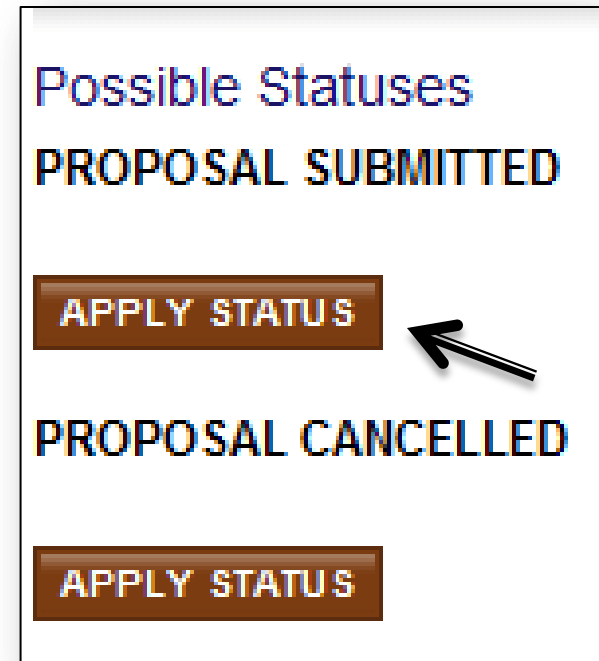
Changing the Status

- ▶ To submit the proposal to GOHS, you change the proposal status.



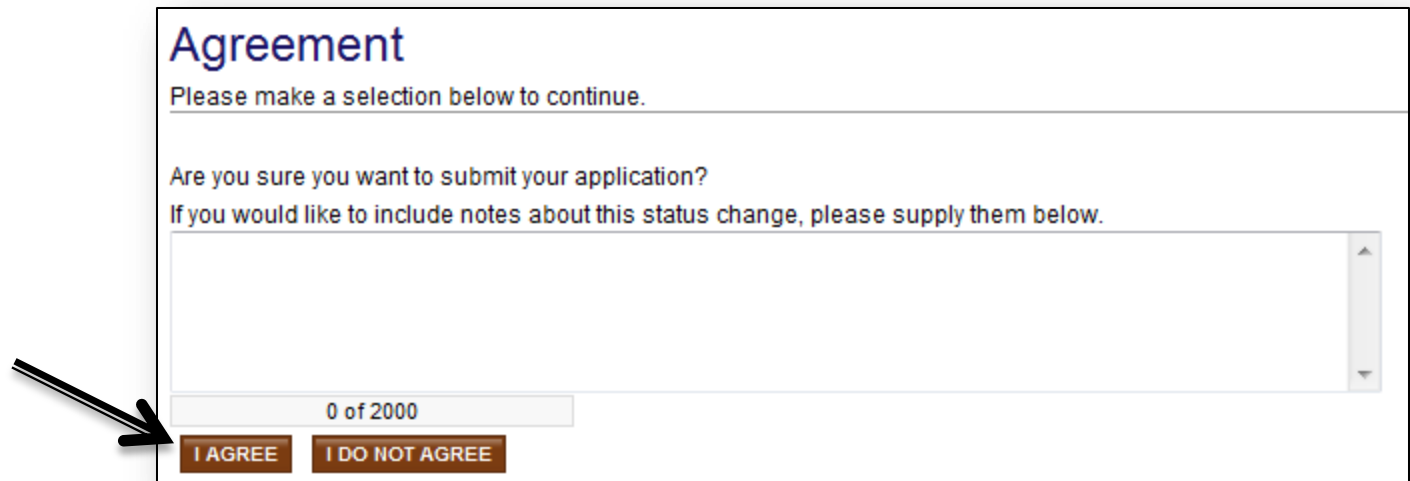
Changing the Status (cont.)

- ▶ When in the proposal creation mode, the two available statuses are:
 - Proposal Submitted
 - Proposal Cancelled
- ▶ Apply the status by clicking the button.
- ▶ Cancelled will stop the proposal from proceeding. The cancelled proposal can be retrieved by GOHS if necessary.



Submitting Your Proposal

- ▶ Once you apply the Proposal Submitted status, you are taken to an Agreement screen.
- ▶ Select I AGREE to proceed.



The screenshot shows a web form titled "Agreement" in blue text. Below the title, it says "Please make a selection below to continue." followed by a horizontal line. The main text asks, "Are you sure you want to submit your application?" and "If you would like to include notes about this status change, please supply them below." Below this is a large text area with a scrollbar. At the bottom of the text area, it says "0 of 2000". At the very bottom of the form are two buttons: "I AGREE" and "I DO NOT AGREE". A black arrow points from the left towards the "I AGREE" button.

Proposal Submitted

- ▶ The current status of your proposal is now:

Proposal Submitted

Document Information: [HS-FY2012-Agency Test-00022](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Proposal	Agency Test	Agency CEO	Proposal Submitted	N/A - N/A N/A

Contact Info

- ▶ Christopher Dickinson
 - Technology Project Coordinator (GOHS)
 - Direct Line: (602) 255-3207
 - Email: cdickinson@azgohs.gov
- ▶ Agate Software
 - Help Desk Support
 - Hours: Monday thru Friday 8am to 5pm
 - Phone: 1-800-820-1890
 - Email: helpdesk@agatesoftware.com